



APPLICANTS NEEDED BOARDS and COMMISSIONS VACANCIES

BOARD OF REVIEW. One – unexpired term ending 12/31/18 vacancy (regular member). *Applicants must be a City taxpaying, registered voters.* Purpose: Hears property valuation appeals.

COMPENSATION COMMISSION. Two vacancies – terms ending 09/30/17 and 09/30/19. *Applicants must be registered voters in the City.* Purpose: Establishes compensation for City Council members.

HARBOR COMMISSION. Two vacancies – terms ending 10/31/18. Purpose: Advisory on marina, harbor development issues.

HISTORIC DISTRICT COMMISSION. Two vacancies – terms ending 02/28/19. *Applicants must be City resident.* Purpose: Historic preservation.

PARKS COMMISSION. One vacancy – unexpired term ending 06/30/17. Purpose: Advisory on parks development, maintenance, and improvements.

PEG COMMISSION. Three vacancies – terms ending 12/31/18. *Applicants must be Manistee County residents.* Purpose: Oversees operation of Manistee Public Access Television.

PLANNING COMMISSION. Two vacancies – unexpired terms ending 10/31/16 and 10/31/17. *Applicant must be City resident.* Purpose: Reviews master plan, zoning, site plans, development issues.

ZONING BOARD OF APPEALS. One vacancy – term ending 05/31/18 (alternate member). Purpose: Hears appeals to zoning, building issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov>. Applications must be returned by Tuesday, January 26, 2016 to be considered for appointment at the February 2, 2016 City Council meeting.

Parks Commission

Meetings – 3rd Thur., 6:30 pm, City Hall

Two members can be non-residents but must own real estate or a business or profession having a licensed business located in the City – 7 members

The [Parks Commission](#) is charged with an advisory role on parks development, maintenance, improvements and identifying planning and implementing public and private beautification projects.

P.E. G. Commission

Meetings – 2nd Mon., 6:30 pm, MHS

Up to two members may be appointed by the Charter Township of Filer Board of Trustees. Remaining must be County Residents – 7 members

The [P.E.G](#) (Public, Education and Government) Commission charged with overseeing the operation of Manistee Public Access. It provides a variety of services including the broadcast of City Council meetings and work sessions.

Planning Commission

Meetings – 1st Thur., 7 pm, City Hall

Must be City Resident – 7 members

The [Planning Commission](#) prepares and adopts physical plans for the City and reviews development proposals, both private and public as set forth in the Michigan Zoning Enabling Act, MCL 125.3101 et seq. and the Michigan Planning Enabling Act, MCL 125.3801 et seq. and acts in an advisory capacity for matters referred by the City Council.

Tree Commission

Meetings – 1st Mon. (Apr – Sept), 5 pm, City Hall

7 members

The [Tree Commission](#) shall promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance and removal of trees in street rights of way within the City.

Zoning Board of Appeals/ Construction Board of Appeals

Meetings – as needed, 5:30 pm City Hall

Must be a City Resident – 5 members, 1 alternate

The [Zoning Board of Appeals/Construction Board of Appeals](#) have the power to authorize, upon an appeal, specific variances from requirements such as lot area and width regulations, building height regulations, yard and depth regulations and off-street parking and loading space requirements. The ZBA hears and decides questions that arise in the administration of the zoning ordinance including the interpretation of text and the zoning map. The Construction Board of Appeals was established in accordance with Sec. 14 of the Michigan State Construction Code act of 1972 as amended.



Are you interested
in serving on a
Board or
Commission?



A Guide to the
requirements, roles
and responsibilities for
serving on a Board,
Commission, or
Committee in the City
of Manistee

Each of these Boards or Commission serves a different role with most being advisory in nature. Some are state-mandated and others are purely a local creation; however they all make significant contributions to the community. The City is always looking for talented, committed people to serve. If interested please contact the City Clerk's office to fill out an application also available online at www.manisteemi.gov

Board of Review

Meetings - March, July, December, City Hall

Must be a City taxpaying, registered voter— 3 members, 2 alternates

The March [Board of Review](#) annually reviews the assessment roll received from the assessor, to determine completion, accuracy, uniformity and validity. This body has the authority to make adjustments to ensure that assessments are lawfully set.

Brownfield Redevelopment Authority

Meetings - Quarterly, 4th Tues., 2pm, City Hall

Must be a City Resident or person with interest in property in City – 7 members

The [Brownfield Redevelopment Authority](#) was formed to facilitate the sensible redevelopment of numerous underutilized or vacant commercial and industrial properties throughout the city.

Compensation Commission

Meetings – as scheduled, odd # years, City Hall

Must be registered Voter in the City – 5 members

The Compensation Committee makes recommendations regarding the salaries of the Mayor and City Council members.

Harbor Commission

Meetings - Quarterly, 3rd Tues., 1 pm, City Hall

Two members may be nonresidents – 7 members

The [Harbor Commission](#) is charged with overseeing in an advisory capacity the marina, boat launch and related waterfront facilities.

Historic District Commission

Meetings -1st Thur., 3 pm, City Hall

Must be a City Resident – 5 members

The [Historic District Commission](#) is charged with overseeing the city's historic district. The establishment of the Historic District allows property owners with contributing properties the opportunity to apply for tax credits.

Housing Commission

Meetings - 4th Tues., 4pm, Harbor View Apt

Worksessions - 4pm 2nd Tues., Housing Commission

One member shall be a resident of housing provided by the Housing Commission – 5 members

The [Housing Commission](#) is charged with overseeing senior and low-income housing. It has oversight of the properties owned by the Manistee Housing Commission.

Main Street/DDA

Meetings – 2nd Wed., 12 Noon, City Hall

(5) Members must have an interest in property in the District, (1) member shall be a resident of the district, if 100 or more people reside within it – 9 members

The [Downtown Development Authority](#) is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax increment financing arrangement. This board also oversees the Main Street program.

Non-Motorized Transportation Committee

Meetings – 2nd Tues., 4 pm, City Hall

(Jan, Mar, Apr, May, Jun, Sept, & Oct 2016)

1 member from the Parks & Beautification Commission, – 7 members

The [Non-Motorized Transportation Committee](#) was established in 2007 by City Council. The purpose of this committee is to provide safe, scenic routes throughout the city that encourage non-motorized transportation use for fitness, transportation and tourism while enhancing the city's attributes and appeal and connecting the city to surrounding communities.

Oil & Gas Investment Board

Meetings – Quarterly 3rd, Fri., 12 noon, City Hall

Five members (1) Mayor (2) elected or appointed officials (2) not elected or appointed officials – 5 members

The [Oil and Gas Investment Board](#) is charged with overseeing the investments of the City Oil and Gas Trust Fund. The Oil and Gas Trust Fund was established to accumulate the principal generated from oil and gas royalties received from City-owned mineral rights. Charter Section 2-1(B) protects the principal and royalties of this fund from being spent without a vote of the people

OPEN MEETINGS

All regular and special meetings of the City Council and the advisory boards and commissions are open to the public. Closed (or executive) sessions may only be held by the City Council for those specific subjects permitted by state law. You are invited to attend and participate in meetings of the Manistee City Council and its boards and commissions.